Carlton Hill Primary School - Board of Governors: FGB Committee

MINUTES of the Full Governing Body Committee - Virtual Meeting
Fri 5 June 2020 at 2.30pm.

Present: Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Elected Staff), Andy Russell (LA), Dennis Muir (Elected Parent), Judy Simon (Co-opted), Lisa Bostock (Elected Parent), Kris Pitrova (Co-opted)

Apologies: Nic Jones (Co-opted), Ken Caplan (Co-opted), Sam Hughes (Co-opted)

Absent: David Edwards (Co-opted), Debs Owen (Associate Governor)

In attendance: Amanda Sherratt (Clerk)

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<thead>
<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
<th>questions/challenges</th>
<th>actions</th>
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<tbody>
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<td>1.</td>
<td>Welcome and Apologies</td>
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<td>The Chair welcomed members to the virtual meeting. Nic Jones, Sam Hughes and Ken Caplan sent apologies.</td>
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<td>2.</td>
<td>Minutes of Previous Meeting and Matters Arising</td>
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<td>Minutes of FGB meeting on 20 May were APPROVED. There were no matters arising.</td>
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<td>3.</td>
<td>Business critical decisions - any current issues that need discussion/decision making</td>
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<td>• Approval of budget</td>
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<td>The Chair of the Finance and Premises committee updated members on the financial position:</td>
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<td>2019-20 - £6041 deficit</td>
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<td>2020-21 - £222 surplus</td>
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<td>2021-22 - £13,387 deficit</td>
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<td>2022-23 - £39,000 deficit</td>
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<td>Governors agreed there were no concerns as there are so many variables and the deficit may prove to be unfounded.</td>
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<td>Governors APPROVED the budget.</td>
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<td>• Scrutiny and approval of Risk Assessments for wider re-opening</td>
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<td>All risk assessments were circulated and APPROVED (subject to them being scrutinized by CMcN, KC, AR and JS).</td>
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<td>LB joined the meeting.</td>
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4. **Head Teacher’s verbal report to cover any updates on the following:**

The school is aiming to open more widely on Monday the 15th June. The LA have said it is not safe enough to open more widely prior to that date as ‘track and trace’ is not yet in place. SAGE has said that by delaying opening for two weeks reduces the Covid risk by 50%.

If the whole school risk assessment (WSRA) is approved by all staff, governors and union reps, it will go to LA and their union reps on Monday 8 June, we should hear back within 48 hours if any amendments are needed.

If the LA says the local picture is safe we will begin a gradual process of reopening on the 15th of June. If it is not considered safe, it will be delayed again. However, the LA has stated that the ultimate decision is to be made by HT’s and governors. Safety is the absolute priority. TB will go with the LA’s recommendation and governors backed this decision.

Individual risk assessments (IRA) have been completed for staff with medical conditions and black, Asian, minority and ethnic (BAME) staff. Many of their circumstances are complex and all aspects will be fully considered when implementing a supported return to work, with no pressure to resume work up until the end of the Summer term.

- **Wider reopening and INSET day - SWAN video and PP presentation**

There was a socially distanced inset day in school on 1st of June. All staff attended for a catch up and a review of the risk assessments with an opportunity to give suggestions and feedback. The ‘pod’ system was explained in detail as was the SWAN curriculum which focuses more on emotional and mental health (referred to as mental wealth). Staff are compiling a video to refamiliarize children with the school setting. The 3-week, 3-team rota has worked well and health and safety is now much more stringent.

**Q: Do you have to send an early years risk assessment to the LA or just the whole school risk assessment (WSRA)?**

**A:** The WSRA covers everything and will be submitted on Monday.

**Q: When will the pod system be shared with parents?**

**A:** On Mon 8th June a short generic ping will be sent to parents with a brief outline explaining that we intend to start on the 15th of June with small groups from Reception, Y1 and Y6 plus key worker and vulnerable children, we will also thank parents/carers for being brilliant throughout the crisis so far.

On Tuesday the 9th of June we will post individual letters to Reception, Y1 and Y6 parents/carers with their childs allocated days. These days have been carefully planned based on sibling links, friendship links, transitions, EHCP’s etc. and cannot be changed. They will also receive a 4-page letter that gives a detailed description of the new arrangements, rules and expectations within the school. The letter has a proviso that we will only open if advised it is safe to do so by the LA. We will send a ping asking parents to contact the school on Thursday if they did not receive their letter.
Q: Will this letter be asking them if they plan to return to school?
Yes. Key worker children will have to sign up via a weekly survey as we can’t be so flexible now.

We have to cater for the maximum number of children whether they come in to school or not. The Reception and Y1 pod will have a maximum number of 10 pupils + key worker and vulnerable children on top. Y6 goes up to 11 on one day. Each of those classrooms have outdoor patios and we plan to be outdoors as much as possible.

The red and blue pods Yr’s 2,3,4 and 5 are the vulnerable and key worker children, they will be upstairs in two classrooms and have the ICT suite as an overflow room.

Teething issues are to be expected but the risk assessments are dynamic and the staff positive. Kim and AB suggested Laura goes in to Reception to give AB release time to help the new September intake with their transition. Once the WSRA has been approved by the LA we can go ahead with this.

Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHC plans the children of key workers, associated risks, issues etc.

IR attended focused B&H SEND sessions. Citywide not enough EHCP pupils are attending school. More needs to be done to ensure bespoke packages are delivered to support and target those key vulnerable children. Isabel is working on this.

There are 27/28 key worker and vulnerable pupils coming in to school each day. The DfE has stipulated a maximum of 15 pupils per class therefore it will be hard to increase numbers due to staff and setting restrictions.

We have not heard of any new Covid cases within the school community. We are keeping in touch with the wider school children via postcards home and the soon to be released video. We will try and deliver the same learning to those children in school as those doing home learning.

Y6 will be doing their legacy project which is an Islamic design on the outdoor shelter and a rainbow to reflect the times we are living in, coordinated by Liz Good.

5. Any issues arising from how the building is currently being used and remote working for staff

CCTV investment was APPROVED by governors. SD has been very involved with resolving the issue of intruders and governors requested their thanks be passed on to him.

Action 1: DM and CMcN to write to SD to express Governors’ appreciation and thanks.

Another cleaner has been employed from 8th June to ensure the building is as clean as possible.

Staff have raised concerns about the safety of the shared washbowls for handwashing outside the classrooms and alternatives such as tippy-taps will be looked in to.
6. **Monitoring the wellbeing and welfare of pupils, staff and stakeholders**
Staff who are shielding and/or self-isolating are being kept in regular contact with and are feeling supported. Staff generally are keen and positive to move in to the next phase.

7. **Support being given to parents and carers to help them educate their children at home**

   All the positives about working in small groups will be communicated to parents and pupils.

   We will do small group celebrations for Y2-Y5 if they have not returned to school to mark the end of term for the wider school.

   **Action 2: Governors to review the WSRA before 0900 Monday 8th of June and to feedback to TB by email.**

   **Q:** Are you happy that the school meals team have all their risk assessments in place?
   Caterlink are separate from us and have done (and submitted) their own risk assessment.

   **Q:** Should moving round the school with food/bringing it in to the classrooms be included in our whole school risk assessment?

   **Action 3: TB to take this up with LC and feed it in to WSRA.**

   BAME and medical staff risk assessments will be circulated to governors on Wed 10th of June and governors will respond with a group email.

   If governors have any feedback on the risk assessment, they should email TB and Cc KC, AR and CMcN.

8. **AOB – Governors thanked TB for her hard work on the risk assessment.**

9. **Date of next meeting** – Monday 13th July at 4pm via zoom.

   *Any decisions needed to be reached by governors in the interim will be dealt with on an as and when basis*  

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**Approved:** By Chris McNeill (Chair of Governors)  
**Date:** 13.07.20